



National Council of Corvette Clubs, Inc.

Incorporated 1960

Job Description



DIRECTOR OF PUBLICATIONS (Appointed by the President – one year term – no term limits)

With the approval of the Board of Governors, the President of NCCC appoints the Director of Publications to that office. The tenure of the office of director is for one year, since he serves at the pleasure of the President and the Board of Governors. The appointment may be repeated indefinitely. In the past, one editor held the position for 12 years, while another held the position for 13 years.

The Director of Publications, while responsive and sensitive to the wishes of the membership of NCCC, reports to the Executive Board and the Board of Governors. The Director of Publications shall attend all scheduled meetings of the Executive Board and the Board of Governors.

The responsibilities of the Director of Publications concern primarily the publication of the in-house publication of the NCCC, *Blue Bars*. The magazine is currently published quarterly with a Winter issue appearing in late January, a Spring issue appearing in late April, a Summer issue appearing in late July, and a Fall/Convention issue appearing in late October. Specifically, the general responsibilities associated with the publishing of *Blue Bars* are those typical of an editor of a magazine, namely: establishing dates, deadlines and editorial standards for editorial copy, articles, photos, advertisings, etc.; selecting suitable material for publication from that available; determining the format of the magazine including the layout of each page; providing the printer with a suitable draft copy of the magazine; and editing and correcting proof copy.

In addition to the above, the Director of Publications shall work with the Director of Sponsorship to obtain suitable advertising copy for *Blue Bars* by preparing an advertising rate card having appropriate advertising rates and schedules. The rate card shall be sent to prospective advertising clients and shall be provided to the Director of Sponsorship for use with corporate sponsors.

At the request of the Director of Publications, the NCCC Treasurer shall bill the advertising clients.

The Director of Publications shall select the printing company with the advice and consent of the Executive Board.

The Director of Publications shall help maintain a courtesy mailing list for *Blue Bars* and shall maintain a file of back issues of *Blue Bars*.

The Director of Publications shall also be known as *Blue Bars* Editor.